

*BARBERS*

CHAPTER 20	BARBER EXAMINERS
CHAPTER 21	SANITARY CONDITIONS FOR BARBERSHOPS AND BARBER SCHOOLS
CHAPTER 22	BARBER ASSISTANTS
CHAPTER 23	CONTINUING EDUCATION FOR BARBERS

CHAPTER 20  
BARBER EXAMINERS

[Prior to 7/29/87, Health Department[470] Ch152]

**645—20.1(158) Course of study.** Each Iowa school of barbering licensed by the Iowa board of barber examiners shall conduct a course of study of at least 2,100 hours to be equally divided over a period of not less than ten months. Such course of study shall include the following:

<b>20.1(1)</b> Supervised practical instruction	1,675 hours
The following shall be included:	
Scalp care and shampooing	
Honing and stropping	
Shaving	
Facials, massage and packs	
Science of hair structure	
Haircutting	
Hair tonics and singeing	
Hair relaxing	
Hair coloring and hair body processing	
Hair styling	
Manicuring	
Artificial nails (all aspects)	
<b>20.1(2)</b> Demonstration and lectures	380 hours
The following shall be included:	
Law, ethics, economics, equipment, shop management and history of barbering	
Sanitation, sterilization, personal hygiene and first aid	
Bacteriology	
Anatomy	
Skin, scalp, hair and their common disorders	
Electricity, as applied to barbering	
Chemistry and pharmacology	
Scalp care	
Honing and stropping	
Shaving	
Facials, massage and packs	
Hair relaxing	
Science of hair structure	
Haircutting	
Hair tonics and singeing	
Instruments, soaps, shampoos, creams, lotions and tonics	
Nails	

**20.1(3) Special lectures**

45 hours

The course of study shall include lectures by a qualified person in the following areas:

Tax consultant, advertising, insurance, business management, salesmanship and licensed barbers.

Every student shall have at least 45 hours.

Total	<u>2,100 hours</u>
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This rule is intended to implement Iowa Code sections 147.29, 147.36, 147.90 and 158.1.

**645—20.2(158) Qualifications for manager and instructor.**

**20.2(1)** An instructor in a school of barbering shall meet the following criteria:

- a. Is licensed by the Iowa board of barber examiners as an instructor in barbering.
- b. Meets all the requirements of Iowa Code section 158.3, as a barber.
- c. Has practiced as a licensed barber for not less than two years.
- d. Has graduated from an accredited high school or has an equivalent education as determined by the board.
- e. Has completed a board-approved 16-hour teaching class.
- f. Has passed an examination administered by the board or its designee.
- g. Has paid the required fee.
- h. An applicant may make a written request to instruct until the date of the next examination.
- i. If the applicant fails the examination the second time, the board will not renew the special permission to instruct.

**20.2(2)** Number of instructors required. In each school or college of barbering, there shall be at least two licensed instructors for every 30 students or fraction thereof, and one additional instructor for each additional 15 students or fraction thereof.

**20.2(3)** A school shall not permit its instructors to work on its patrons, except when instructing or otherwise assisting students in said school.

This rule is intended to implement Iowa Code sections 147.29, 147.36, 147.90 and 158.7.

**645—20.3(158) Application for licensing.** An application for licensing of a proposed school shall be in writing and made to the board of barber examiners at its office in Des Moines, Iowa, for a hearing. Notice of the time and place fixed for a hearing shall be given to the applicant, who at that time shall appear in person before the board. At the hearing the applicant shall submit to the board the following information in typed or printed form:

**20.3(1)** The exact location of the proposed school.

**20.3(2)** A statement of the maximum number of students proposed to be trained at any time as determined by the physical facilities.

**20.3(3)** Photostatic copy of the essential parts of all leases, with the lease of at least one year, or other documents, giving the owner of the school the right to possession of the premises.

**20.3(4)** Evidence that the applicant has sufficient finances to acquire the facilities and equipment required by the board and that finances are available to provide for operation of the proposed school for a minimum period of 12 months. Such evidence shall be presented by sworn affidavit of applicant and financial statement duly signed in affidavit form as to its veracity.

**20.3(5)** A complete plan of the physical facilities to be utilized and as applied to sections relative to classroom and minimum equipment required.

**20.3(6)** No student shall be accepted until the above requirements are met.

**20.3(7)** Application for license. Applications for license which do not meet the minimum criteria for licensure shall be retained by the professional licensure division for a maximum of five years from the date the application was received. Persons whose application for license is more than five years old must submit a new application and fee(s).

Applicants who by March 1 of each year submit a written request to the board to keep the application current will not need to reapply.

This rule is intended to implement Iowa Code sections 147.29, 147.36, 147.90 and 158.7.

**645—20.4(147) Minimum equipment of school of barbering.** Each school of barbering shall have the following minimum equipment:

**20.4(1)** One chair, lavatory and backstand, providing proper cabinet for immediate linen supply, and individual sterilizers for each chair. There shall be no less than ten such sets in the classroom equipped for practice on the general public.

**20.4(2)** One set of textbooks of barbering for each student and each instructor.

**20.4(3)** Electric equipment. One high-frequency electrode, one twin vibrator, one heat cap, one infrared lamp, one ultraviolet lamp.

**20.4(4)** One trichoscope.

**20.4(5)** Rescinded IAB 5/21/97, effective 6/25/97.

**20.4(6)** One automatic lather mixer for every two chairs.

**20.4(7)** One large writing board for every classroom.

**20.4(8)** One large bulletin board conspicuously located for posting rules, notices, and similar bulletins.

**20.4(9)** One set of files for all required records.

**20.4(10)** The classroom shall be equipped with the specified writing board and charts showing illustrations of the skin, circulation of the blood, muscles and bones of the face, scalp, and neck. This room shall be used for the sole purpose of giving scientific instruction to students.

This rule is intended to implement Iowa Code sections 147.29, 147.36 and 147.90.

**645—20.5(147) Miscellaneous requirements.**

**20.5(1)** An applicant shall present to the department, at the time of application for a license to practice barbering, a certificate or satisfactory evidence of having successfully completed a tenth grade education or the equivalent.

**20.5(2)** Rescinded IAB 2/17/93, effective 4/7/93.

**20.5(3)** No one in any way connected with a school of barbering shall guarantee occupational positions to students nor guarantee financial aid in equipping a shop.

**20.5(4)** Instructors shall familiarize students with the different standard supplies and equipment used in barber shops.

**20.5(5)** No student shall receive pay nor be allowed any rebates, refunds or commissions on any money taken in at the barber chair for service rendered to patrons.

**20.5(6)** When school services are displayed or in any manner advertised by a school of barbering, they shall be followed by the words "STUDENT WORK" in lettering at least one-half the size of the lettering used in the advertisement or display.

**20.5(7)** Instructors and students shall be attired in clean and neat uniforms at all times during school hours.

**20.5(8)** There shall be not more than two students enrolled for each barber chair installed in a school of barbering.

**20.5(9)** All bottles and containers in use must be distinctly and correctly labeled, showing the intended use of the contents.

This rule is intended to implement Iowa Code sections 147.29, 147.36, and 158.3(1).

**645—20.6(147) Attendance requirements.**

**20.6(1)** All schools of barbering shall establish regular school hours. No student shall be required to attend more than nine hours on any given school day. The board shall be notified of established hours.

**20.6(2)** A minimum of eight hours of classroom instruction per week shall be given to all students. These periods shall include lectures, individual instruction and written examinations.

**20.6(3)** All examinations and other written papers shall be carefully graded and returned to students in order that they may see errors.

**20.6(4)** Rescinded, effective November 5, 1986.

This rule is intended to implement Iowa Code sections 147.29, 147.36, 147.90, and 158.7.

**645—20.7(147) Records requirements.**

**20.7(1)** Each school or college shall forward to the barber board, Iowa department of public health, a complete application for enrollment upon the date of admittance of student together with required credentials.

**20.7(2)** Each school shall keep a daily class record of each student showing the hours devoted to the respective subjects, time devoted by student to each subject, the total number of hours in attendance, and days present and absent, which shall be subject to inspection by the examiners or a representative of the board.

**20.7(3)** The manager of each school shall compile from the records a summary of each student's grades, hours, and attendance, which shall be presented to the student upon graduation and which shall also be made a part of the student's application for examination. The manager shall sign each copy of the required records and shall certify said records are correct and that the student has received a diploma from the school.

This rule is intended to implement Iowa Code sections 147.29, 147.36 and 147.90.

**645—20.8(147) Library requirements.** Each school of barbering shall maintain a library for the students enrolled therein consisting of textbooks, videos, current trade publications, and shop management materials which are current within the previous ten years and which cover the topics necessary for the student to master the skill of barbering.

This rule is intended to implement Iowa Code sections 147.29, 147.36 and 147.90.

**645—20.9(158) Apprenticeship.** An applicant for a license as a barber in Iowa who is licensed as a barber or registered as an apprentice barber in another state may receive credit toward the required 2100 hours of course of study prescribed by Iowa Code section 158.8 at a ratio of 100 hours credit for each 400 hours of registered apprenticeship completed in the state in which the applicant is licensed or registered as an apprentice.

This rule is intended to implement Iowa Code section 158.8.

**645—20.10(158) Unlicensed manicurists—definitions.** For the purpose of Iowa Code section 158.14, paragraph 2:

*“Manicuring”* means the practice of cleansing, shaping, polishing the fingernails and massaging the hands and lower arms of any person. It does not include the application of nail extensions, artificial nails or pedicuring.

*“Manicurist”* means a person who performs the practice of manicuring in a licensed barbershop or a licensed cosmetology salon.

*“Such employment”* means that a person who was employed by a licensed barbershop to manicure fingernails prior to July 1, 1989, may continue employment in any licensed barbershop without meeting licensing requirements under Iowa Code chapter 157.

This rule is intended to implement Iowa Code section 158.14.

**645—20.11(158) Demonstrator’s permit.** The board may issue a demonstrator’s permit for the purpose of demonstrating barbering skills to the public. The board shall determine and state the length of time the permit is valid.

1. A demonstrator permit shall be valid only for the person, location, purpose and duration stated on the permit.
2. A demonstrator permit shall be applied for at least 30 days in advance of dates of intended use.
3. A demonstrator permit shall be issued for from one to ten days.
4. The application shall be accompanied by the fee as set forth in 645—20.214(147).
5. No more than four permits shall be issued to any applicant during a calendar year.

**645—20.12(158) Application.** All persons who practice barbering in the state of Iowa are required to be licensed as barbers. To be considered eligible for examination or licensure, or both, an applicant shall meet the licensure requirements of Iowa Code section 158.3 and submit fees and a completed application form prescribed by the board. An application for barber or barber instructor examination must be filed with the board at least 30 days preceding the examination. Application forms may be obtained from the barber school at which the student is enrolled, or by contacting the Board of Barber Examiners, Department of Public Health, Fifth Floor, Lucas State Office Building, Des Moines, Iowa 50319-0075.

**645—20.13 to 20.99** Reserved.

## BARBER CONTINUING EDUCATION AND DISCIPLINARY PROCEDURES

**645—20.100(272C) Definitions.** For the purpose of these rules, the following definitions shall apply:

*“Accredited sponsor”* means a person or an organization sponsoring continuing education activities which has been approved by the board as a sponsor pursuant to these rules. During the time an organization, educational institution, or person is an accredited sponsor, all continuing education activities of such person or organization may be deemed automatically approved.

*“Approved program or activity”* means a continuing education program activity meeting the standards set forth in these rules which has received advance approval by the board pursuant to these rules.

*“Board”* means the board of barber examiners.

*“Hours”* of continuing education means a clock-hour spent after December 31, 1978, by a licensee in actual attendance at and completion of an approved continuing education activity.

*“Licensee”* means any person licensed to practice barbering in the state of Iowa.

**645—20.101(272C) Examination of board member.** No board member may apply for or be examined for any license granted by the board of barber examiners while the board member is actively serving as a member of the barber board. This rule shall not preclude a board member from applying for or being granted a barbershop license.

**645—20.102(272C) Reinstatement of an instructor’s license.** If the license has been lapsed or inactive for five years or less, the instructor shall hold a current barber’s license in the state of Iowa and pay only the current renewal fee. If the instructor’s license has been lapsed or inactive for more than five years, the instructor shall also pay the examination fee and take and pass the instructor’s examination.

**645—20.103(272C) Waiver from taking first available examination.** The board may grant a waiver to an applicant if the applicant shows good cause for not taking the first available examination after issuance of a temporary work permit.

**645—20.104(272C) Grounds for discipline.** The board may impose any of the disciplinary sanctions set forth in rule 645—13.1(272C), including civil penalties in an amount not to exceed \$1000, when the board determines that a licensee is guilty of any of the following acts or offenses:

1. Fraud in procuring a license.
2. Professional incompetency.
3. Knowingly making misleading, deceptive, untrue or fraudulent representations in the practice of a profession or engaging in unethical conduct or practice harmful or detrimental to the public. Proof of actual injury need not be established.
4. Habitual intoxication or addiction to the use of drugs.
5. Conviction of a felony related to the profession or occupation of the licensee or the conviction of any felony that would affect the licensee’s ability to practice within a profession. A copy of the record of conviction or plea of guilty shall be conclusive evidence.
6. Fraud in representations as to skill or ability.
7. Use of untruthful or improbable statements in advertisements.
8. Willful or repeated violations of the provisions of Iowa Code chapter 147.
9. Mental or physical inability reasonably related to and adversely affecting the licensee’s ability to practice in a safe and competent manner.
10. Involuntary commitment for treatment of mental illness, drug addiction or alcoholism.
11. Practicing the profession while the license is suspended.
12. Suspension or revocation of license by another state.

13. Negligence by the licensee in the practice of the profession, which is a failure to exercise due care including negligent delegation to or supervision of employees or other individuals, whether or not injury results; or any conduct, practice or conditions which impair the ability to safely and skillfully practice the profession.

14. Permitting an unlicensed employee or person under the licensee's control to perform activities requiring a license.

15. Practice outside the scope of a license.

16. Obtaining, possessing, or attempting to obtain or possess a controlled substance without lawful authority; or selling, prescribing, giving away, or administering controlled substances.

17. Verbally or physically abusing clients.

18. False or misleading advertising.

19. Betrayal of a professional confidence.

20. Falsifying clients' records.

21. Failure to report a change of name or address within 30 days after it occurs.

22. Submission of a false report of continuing education or failure to submit the annual report of continuing education.

23. Failure to notify the board within 30 days after occurrence of any judgment or settlement of a malpractice claim or action.

24. Failure to comply with a subpoena issued by the board.

25. Failure to report to the board as provided in rule 645—20.104(272C) any violation by another licensee of the reasons for disciplinary action as listed in this rule.

This rule is intended to implement Iowa Code chapters 17A and 272C.

**645—20.105(147) License fees.** All fees are nonrefundable.

**20.105(1)** License to practice barbering issued on basis of examination is \$75. Retake of examination is \$75.

**20.105(2)** License by reciprocity is \$100.

**20.105(3)** Renewal of barbering license for biennial is \$60. Penalty for late renewal is \$25, in addition to renewal fee, if not postmarked by the July 1 expiration date.

**20.105(4)** License for new barber school is \$500.

**20.105(5)** Renewal or change of location of barber school license is \$250.

**20.105(6)** License to instruct in barber school on basis of examination is \$75.

**20.105(7)** Renewal of instructor's license for biennial is \$70.

**20.105(8)** License for new barbershop is \$30.

**20.105(9)** Biennial renewal of barbershop license is \$60. Penalty for late renewal is \$10, in addition to renewal fee if not postmarked by the July 1 expiration date.

**20.105(10)** Transfer of barbershop or barber school license is \$25.

**20.105(11)** An original barber assistant license is \$25.

**20.105(12)** Renewal of barber assistant license is \$5.

**20.105(13)** Temporary permit to practice barbering is \$10.

**20.105(14)** Verified statement that a licensee is licensed in this state is \$10.

**20.105(15)** Duplicate license is \$10.

**20.105(16)** A demonstrator's permit is \$35 for the first day and \$10 for each day thereafter that the permit is valid.

This rule is intended to implement Iowa Code section 147.80.

**645—20.106(272C) Attendance record report.** Rescinded IAB 6/3/98, effective 7/8/98.

**645—20.107(272C) Physical disability or illness.** Rescinded IAB 11/29/00, effective 1/3/01.

**645—20.108(272C) Exemptions for inactive practitioners.** Rescinded IAB 11/29/00, effective 1/3/01.

**645—20.109(272C) Reinstatement of inactive practitioners.** Rescinded IAB 11/29/00, effective 1/3/01.

**645—20.110(272C) Reinstatement of lapsed license.** Rescinded IAB 11/29/00, effective 1/3/01.

**645—20.111 to 20.199** Reserved.

**645—20.200(272C) Definitions.** Rescinded IAB 11/29/00, effective 1/3/01.

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\*See Public Health Department[641], IAB

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